PHOTO ENFORCEMENT SUPERVISOR

GRADE: 14   **FLSA: NON-EXEMPT**

CHARACTERISTICS OF CLASS:

The Photo Enforcement Supervisor performs intermediate clerical and administrative duties in the evaluation and approval of automated traffic citations and supervision of staff. The work requires contacts within the Police Department and other City departments, outside agencies and the general public both seeking and supplying information related to the work. The physical demands are light and the working conditions are good. The work is subject to general policy direction and supervisory review and, is supportive of the red light camera and photo speed monitoring citation programs.

EXAMPLES OF DUTIES:

- Reviews computer images supplied by the contractors of red light traffic citations and photo speed monitoring citations.
- Confirms red light violations and camera speed violations and determines whether the images meet the standard for the issuance of a citation.
- Travels to and from remote ticket approval sites and County court facilities.
- Maintains records and reviews the records of other analysts related to red light traffic and photo speed violations.
- Prepares case records to ensure all information is organized for use in court if necessary.
- Prepares and provides court testimony regarding identified violations.
- Places and checks equipment out in the field.
- Responds verbally and in writing to citizens and agency inquiries related to the red light camera and photo speed citation programs.
- Accesses motor vehicle records through a computerized system for violator identification.
- Provides documentation and information to the supervisor and the contractor regarding any problems or concerns.
- Presents information at court hearings as required.
- Supervises the work of other Photo Enforcement Analysts including but limited to review of work, hiring and completing employee performance planning and appraisals.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Candidates must possess the minimum of a high school education and some experience in a position, which demonstrates analytical and customer service skills. Must have experience operating computer systems. Possession of an appropriate driver's license valid in the State of Maryland. Must have and maintain Maryland Inter-Agency Law Enforcement System and National Crime Information Center certification.

<u>Preferred Knowledge, Skills and Abilities</u>:

- Knowledge of applicable Maryland State traffic laws.
- Knowledge of appropriate case preparation policies and court rules as they apply to testimony and the introduction of evidence.
- Knowledge of applicable laws and procedures regarding the use and dissemination of motor vehicle information.
- Knowledge of and ability to operate computer systems.
- Skill in verbal and written communication.
- Skill in good customer relations.
- Ability to supervise and evaluate the work of others.
- Ability to appear in court as required and effectively testify.
- Ability to analyze and interpret information and reach sound conclusions.
- Ability to handle and resolve problems with tact, resourcefulness and good judgment.